

OUTLINE FOR MEETING WITH - [REDACTED]

STAT

24 February 1966 - Conference Room (MAGAZINE)

- I. Purpose of Meeting
 1. Smaller Groups to Encourage Discussion
 2. Groups With Mutual ~~Problems to Solve~~ *Areas of Interest*
 3. Know One Another Better
 4. Exchange Ideas
- II. Results of Moratorium on Purchase of Filing Equipment
 1. Government-wide - \$3,600,000 less for purchases
 2. No increase in special file equipment
 3. Our results
- III. Paperwork Management Award
- IV. Source Data Automation Symposium
- V. Briefings on Records Management at Senior Staff Meetings
- VI. "Red Tape" Material Procedures
- VII. Speed Letter Results
- VIII. Special Equipment Exhibit Here